

1. Role of the subgroup

- 1.1 The subgroup has responsibility for ensuring that the Rotherham Safeguarding Adults Board meets its responsibilities for training as set out within the *Care and Support Statutory Guidance, Safeguarding, Chapter 14*.

2. Guiding principles

- 2.1 The Safeguarding Adults Board has an overview of the standards and content of training; it is the responsibility of each organisation to ensure the effective delivery of safeguarding training to its own staff.
- 2.2 Training should take place at all levels in an organisation and be updated regularly to reflect best practice; it should be inclusive and no staff group, volunteer or personal assistant should be excluded from accessing relevant training for their role.
- 2.3 Training levels would include basic, specialist, and advanced and relate to roles and responsibilities undertaken in carrying out local safeguarding adult arrangements.
- 2.4 Training is a continuing responsibility and should be provided as a rolling programme.

3. Principal Responsibilities

- 3.1 To ensure relevant partners provide training for staff and volunteers on the policy, procedures and professional practices that are in place locally which reflect their roles and responsibilities in safeguarding adult arrangements.
- 3.2 To promote multi-agency training and consider any specialist training that may be required.
- 3.3 To consider any scope to jointly commission training with other partnerships.
- 3.4 To identify mechanisms for monitoring and reviewing the implementation and impact of training.
- 3.5 To contribute to the Safeguarding Adults Board's Strategic Plan and Annual Report.
- 3.6 To disseminate learning undertaken from enquiries and monitor action plans devised by the Performance and Quality Auditing Task Group.
- 3.7 To review and monitor the action plan of the Rotherham Safeguarding Adults Strategy and the Inspection Improvement Plan.

- 3.8 To raise awareness within partner agencies and the wider community of the need to safeguard adults at risk of abuse and explain how they can contribute to achieving these objectives.

4. Specific Responsibilities

4.1 Analysing and Assessing Training Needs

- 4.11 To request and receive from organisations their identified training needs relating to multi-agency and/or specialist training.
- 4.12 To assess and analyse organisations identified training needs relating to multi-agency and/or specialist training and decide and agree training priorities and outcomes.
- 4.13 To review developments in legislation, policy and practice for their training implications for reporting to the Safeguarding Adults Board and incorporation into revised training specifications in the Training Plan.

4.2 Planning and Design of Training Solutions

- 4.21 To review existing training provision and plan and develop a range of training opportunities and activities to meet agreed multi-agency and/or specialist training needs.
- 4.22 To produce, review and update an annual Training Plan with a rolling programme of scheduled multi-agency and/or specialist training that clearly specifies training opportunities and activities, their learning aims and objectives, content and outcomes.

4.3 Managing training contracting and delivery

- 4.31 To contribute to the contracting of training delivery services including setting out the requirements of training: levels, targeted audience, quality requirements and ensuring value for money.
- 4.32 To inform training planning and scheduling by maintaining the oversight of the demand for and access to the rolling programme of training.
- 4.33 To uphold training standards and requirements by contributing to managing the quality and performance of contracted training delivery providers.
- 4.34 To receive from the Council regular reports on the implementation of the rolling programme of training to include number of courses delivered, number of learners attending courses, number of courses cancelled/postponed, number of delegate no-shows or cancelled places.

4.35 To receive and adjudicate in disputes arising from the no-show and cancellation policy for training courses.

4.4 Managing quality, performance and outcomes

4.41 To undertake activities to monitor, measure and evaluate the quality of contracted training provision, its effectiveness in meeting specified requirements, and its impact on workers' practice and outcomes for service delivery.

4.42 To produce standard and tailored reports for the Safeguarding Adults Board on the implementation of the rolling programme of training and the findings from activities undertaken to measure the effectiveness and impact of training, or other matters relating to training.

5. Format

5.1 NHS Rotherham Clinical Commissioning Group Safeguarding Adults Lead will Chair the group with the deputy chair been NHS Rotherham Clinical Commissioning Groups Named GP Safeguarding.

5.2 Meetings of the Safeguarding Adults Training and Development Sub Group will be held bi-monthly with a minimum of four meetings a year. Unless exceptional circumstances they will last no longer than two hours.

5.3 At least three partner agencies must be in attendance.

5.4 Each member agency should nominate a lead officer and deputy with sufficient authority to speak on the agency's behalf, feedback and effect necessary changes on issues brought to or arising from the group: for example compliance, policy, practice and training. Members will be expected to attend no less than 75% of meetings.

5.5 Each partner agency will contribute agenda items of particular relevance to their agency's national/local policy issues or experience or any other item thought to be relevant to the Safeguarding Adults Training Sub Group.

5.6 The training sub group may from time to time co-opt other members for time limited pieces of work e.g. Task and Finish Groups when knowledge, expertise and information are required that sits out of the core membership.

5.7 The group and its members are working within their own organisation's confidentiality agreement and the expectation that they should maintain the confidentiality of all sensitive information received, discussed and recorded in connection with the meetings of this subgroup and no information should be disclosed to any other unauthorised individual, group or organisation.

5.8 Meetings will normally take place at Riverside House.

5.9 Terms of Reference for the Safeguarding Adults Training Sub Group will be reviewed annually.

6. Safeguarding Adults Operational Sub Group Membership:

Chairperson	Kirsty Leahy CCG
Deputy Chair	Dr Lee Oughton CCG
Jean Summerfield	TRFT
Nigel Mitchell	RMBC Training
Jackie Scantlebury	RMBC SAB Manager
Jo Lucas	RMBC Safeguarding Team Manager
Dawn Peet (email)	South Yorkshire Fire and Rescue
To Confirm	RDASH
To Confirm	South Yorkshire Police
Liz Bent CE Crossroads	Voluntary Sector

NB: Other partner agencies will be co-opted as appropriate to the Safeguarding Adults Training Sub Group and the Task and Finish Groups.